

TRAVEL ADVANCE REQUEST

1. NAME (LAST, FIRST MI)	2. SSN	3. GRADE/RANK
4. MAILING ADDRESS	CONTACT NUMBER	

5. CHECK TYPE OF ADVANCE REQUESTED

<u>ORDER TYPE</u>	<u>ELIGIBILITY</u>
<input type="checkbox"/> Permanent Change of Station (PCS)	A, B, C, D, E, F
<input type="checkbox"/> Travel overseas via POC Shipping Port _____ (Name of Port) OR	
<input type="checkbox"/> Travel via Old PDS Location _____ (ZIP and/or City and State)	
<input type="checkbox"/> Temporary Additional Duty (TAD/TDY).....	A, G, H, I
<input type="checkbox"/> Retirement.....	A, B, C, D
<input type="checkbox"/> Separation/Discharge (served at least 90% of enlistment).....	A, C
<input type="checkbox"/> Separation/Discharge (served less than 90% of enlistment).....	75% of bus fare.
<input type="checkbox"/> Member <input type="checkbox"/> Dependent	
<input type="checkbox"/> Separation/Discharge under OTH conditions	
<input type="checkbox"/> Member – 75% of bus fare <input type="checkbox"/> Dependent – C	
Check type of advance requesting: (see above for eligibility)	
<u>PCS</u>	<u>TAD/TDY</u>
<input type="checkbox"/> A. Member POC Mileage	<input type="checkbox"/> G. TAD/TDY Per Diem (Complete block 6)
<input type="checkbox"/> B. Member PCS Flat Per Diem	<input type="checkbox"/> H. Auto Rental (SATO endorsement is required)
<input type="checkbox"/> C. Dependent POC Mileage (Provide copy of Page2)	<input type="checkbox"/> I. Registration Fee
<input type="checkbox"/> D. Dependent PCS Flat Per Diem (Provide copy of Page2)	
<input type="checkbox"/> E. Dependent Dislocation Allowance (DLA) (Provide copy of Page2)	
<input type="checkbox"/> Check box if married MIL to MIL	
<input type="checkbox"/> F. Single Dislocation Allowance (DLA).	

6. TAD/TDY

MEALS AUTHORIZED

GOV DED GMR PMR CMR

Note: Endorsement is required if PMR or CMR is authorized while in government quarters.

COST OF LODGING: Note: If claiming commercial quarters, Certificate of Non-Availability (CNA) from the BOQ/BEQ is required. Documentation of daily rate for lodging advance must be provided before initial advance will be paid, subsequent request for lodging advance at same TDY location will require paid receipt for Lodging. **PER JFTR U4129E**

Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.

FM: TO: Daily Rate
 FM: TO: Daily Rate

EFT INFORMATION

Account # _____
Routing # _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Financial Institution _____
Home Phone Number _____

7. MUST COMPLETE IF ADVANCE REQUESTED

A. Name	B. Relationship	C. Date of Marriage or Birth Date of Children	D. License Plate Number	E. Date MO/DY/YR Detaching
	Member	NA		
	Spouse			
	Child			
	Child			
	Child			
	Child			

TRAVEL ADVANCE REQUEST
COMPLETE IF SINGLE DLA IS SELECTED

Check one:

- E-6 and below Shore Duty: Entitlement for the advance will be approved once it has been established that Government quarters *WILL NOT* be assigned at the new permanent duty station. You must obtain this certification from your ultimate activity.

- E-7 and above SHORE DUTY/E6 and above SEA DUTY: I certify that in conjunction with my reassignment to _____ that I do not intend to occupy Government quarters under the authority set forth in 37 U.S.C. 403(B), as amended. I understand that if Government quarters are permanently assigned, *I will be required to repay the advance immediately.*

COMPLETE IF A, B, C, D, E, & F ARE SELECTED ON PAGE 1

Member Certification: I certify that I intend to travel and/or relocate my dependents from (ZIP and/or city and state) _____ to _____ on or about (enter date) _____. My dependents will establish a bona fide residence in connection with my PCS. If I do not move my dependents within 30 days from the reporting date, *advance DLA will be recouped.*

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) that requires that federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts. The principal purpose is to provide information required to legally pay advances to Navy personnel. Routine use: Member provides information about PCS, TAD, Discharge, Retirement, or Separation travel. The Disbursing Officer verifies entitlements and pay requested travel advances. Disclosure of information is voluntary. *If member does not provide the requested information, payment will not be made.*

ALL MEMBERS MUST READ ABOVE STATEMENT AND SIGN

I understand that in the event my entitlement is less than the travel advanced, the difference is a collectable indebtedness due the Government and shall be collected *immediately*. PER JFTR U4129E **Lodging cost reimbursement is not authorized for a member who stays with a friend or relative**

Signature	Date